



INSTRUCTIONS TO FILL OUT THE EXCEL SPREADSHEET TO REPORT ENROLLMENT OF KINDERGARTENERS 6 YEARS-OLD OR YOUNGER

The purpose of this letter is to facilitate the implementation of the “Mandatory Blood Lead Testing” law, Iowa Administrative Code-641, Chapter 67. Schools are required to report the enrollment of kindergarteners six years-old or younger to the Iowa Department of Public Health (IDPH). Then IDPH matches its lead data with the schools’ data and will inform each school with the names of kindergarteners that according to our records have not received a blood lead test.

Below are the instructions that will help you entering your data consistently. This will allow IDPH to perform the match more efficiently, including providing you with the results.

1. The screening data has two tabs: “Students’ & Collector Info” and “Samples.” They are located in the left bottom of the spreadsheet. In the Students’ & Collector Info, you must enter the requested information for the students (first section) and for the collector (second section). The collector is the person who gathers and follows up on the data. If the person who enters the data is different from the person who collects it, we would prefer the contact information of the collector.
2. The Samples tab provides examples of personal data that may vary from student to student. This page presents several scenarios that will help you manage your own school information under the required standards. Note, names and contact information are hypothetical, except name of the school, district and address.
3. Before you start entering data, save the original spreadsheet with the same provided name and add at the beginning, the name of the school(s) and the county. Separate them with the symbol underscore “_”.
 - a. Crocker Elementary_Polk_2015-2016_Kindergartendata.xlsx
 - b. St. Ansgar_MitchellSchool_Mitchell_2015-2016_Kindergartendata.xlsx
 - c. NorthEnglish_Iowa_2015-2016_Kindergartendata.xlsx

* Remember to save your information every 15 minutes of work.
4. Recommendations to fill out the student’s section:
 - a. Child’s last name: Enter only one last name. If the child has two last names, use both names separated by a single space. Do not use hyphens or put the two names together. For instance, it should be entered as Smith Jones, not Smith-Jones or Smithjones.
 - b. Child’s first name: Enter the first name of the child. Do not use diminutives or nick names.

- c. There are not fields for prefixes and middle names, so please do not include these.
- d. Date of birth: Use the standard format of month/date/year (mm/dd/yyyy). Separate each of these categories with a “/” (slash). Do not use parenthesis, hyphens or any other symbol to separate the numbers.
Note: Single digits do not need the zero in front. For example, 4/9/2009 is acceptable.
- e. Name of Primary Parent/Guardian: Enter only one person’s name for the primary parent/guardian. Use one column for the first and last name separated by a single space. Do not separate the first name and last name with a comma. For example, John Smith.
- f. Parent/Guardian phone number: Enter 10 digits of the phone number and separate each of the segments with hyphens: 515-300-8115. If needed, add the extension number at the end. Use a lower case “x” and add the extension: 712-456-7890 x75.
- g. Street Address: This is the address of the permanent residence of the child. If it is a mobile home, enter the street address, the trailer number and the rest of the information. If it is an apartment, add the number, letter or any other distinctive symbol.
Note: PO Box is not desired, but will be accepted if it is the only address available.
- h. City: This is the city where the residency/property is located.
- i. State: This is the state where the residency/property is located.
- j. Zip: Use only the first 5 digits of the zip code.
- k. Name of School: Enter the name of the school. The school’s name must appear for every child. See page # 4 for specific details regarding filling out the spreadsheet with the same data.
- l. School district #: This is the number assigned to your school by the Department of Education. This information must appear for every single child. See page # 4 for specific details regarding filling out the spreadsheet with the same data.

5. Recommendations to fill out the collector’s section:

The collector’s data must appear for every single child. You don’t need to type the same information over and over again. See page # 4 for specific details regarding filling out the spreadsheet with the same data.

- a. First and last name of collector: Use first and last name of collector separated by a single space.
- b. Street Address: Enter the street address of the school.
Note: Do not use your personal address even if your contractual services acknowledge other address than the school.
- c. City: Enter the city of the school.
- d. Zip: Use only the first 5 digits of the zip code of the school.
- e. Phone number: List the best number to reach you at. Enter 10 digits of the phone number and separate each of the segments with hyphens: 515-300-8115. If needed, add the extension number at the end. Use a lower case “x” and add the extension: 515-300-8115 x10.
- f. E-mail address: Enter your work e-mail address. Be sure to provide a correct address as this will be the primary means to communicate with you.
- g. If you manage more than one school, create as many tabs (pages) as needed in the same file. Name them with the name of the school. Then enter the information as previously discussed.
- h. Submit the file/s by e-mail by Monday, November 30, 2015, to
Rossany.brugger@idph.iowa.gov

If the file is too large, send it in a CD, addressed to:
Rossany Brugger
Iowa Department of Public Health
Lead Poisoning Prevention Program
Lucas Building (5th floor)
321 East 12th St.
Des Moines, IA 50319

Feel free to contact us at the following phone numbers:

- (800) 972-2026 (Toll free)
- (515) 281-3225 (Rossany Brugger)
- (515) 281-8707 (Stu Schmitz)

Or at our e-mails:

rossany.brugger@idph.iowa.gov or stuart.schmitz@idph.iowa.gov

